



Academic Senate Council APPROVED MINUTES
Jan. 30, 2009, 2:30-4:00 p.m.
Room 5305

X	John Veres Biology		Kevin Bontenbal Curriculum Comm. Chair	X	Steve Leone President	X	Peet Cocke Fine Arts
X	Katy Neidhardt N. County at-large		Jani Johnson Physical Education	X	Lisa Mifsud Social Science	X	Beth-Ann Dumas Vice-President
	Donna Bower ESL	X	Jen Sanders Math	X	Patrick Len Physical Sciences	X	Carina Love Learning Resources
X	Allison Merzon CCFT President	X	Marilyne Cleeves Part-time at-large	X	Tricia Bramsen Human Development		Andrea Devitt Counseling
	VACANT AS/DSPS	X	Jack Sullivan Business	X	Toni Torrey Nursing		Michael Walker Performing Arts
X	Matt Vasques Lang. & Communication	X	Gary Villa Engineering & Tech.	X	Peter Dill Full-time at-large	X	Sean Boling English

I. APPROVAL OF AGENDA

Consensus Reached

II. STATUS REPORT

(Leone // 20 min.)

- **The original purpose of the joint SCG & P&B (Shared Governance Council and Planning & Budget Committee) meeting, as determined at the end of the previous semester, was to brainstorm budget cost reduction strategies. That purpose was changed without notifying faculty leadership.**
- **Instead, a proposal from cabinet to reduce summer schedule and keep only three buildings open was presented. Cost reduction strategies were brainstormed at the end of the meeting.**
- **This proposal was not on the agenda that was distributed a few days prior to the meeting.**
- **At the joint meeting, members were asked to come prepared to prioritize the brainstormed cost reduction strategies at another meeting in one week's time.**
- **Senate leadership felt this process did not represent shared governance and didn't allow for meaningful input from faculty; consequently, the AS president and vice president, along with CCCUE president John Fetcho, met with Dr. Pelham and Cathleen Greiner. The administration agreed at that meeting to focus only on summer reduction options at the upcoming joint SGC & P&B meeting and allow more time for faculty leaders to gather feedback from their constituents regarding long term budget reduction strategies.**

III. OLD BUSINESS

1. Communication among Instructional Managers and Faculty

(Leone // 10 min.)

Background: On Dec. 12th, the Academic Senate invited the Deans and VPs for an open discussion on the subject of improving communication among instructional managers and faculty. As a result of this discussion, Senate leadership and CCFT leadership have determined one possible means to prevent communication breakdown regarding decisions and information that affect and interest faculty: regular joint meetings with instructional managers.

Proposal: The Academic Senate Council approves of regular meetings of the Senate leadership with CCFT leadership, the VPSL, and Instructional Deans for joint information meetings. Furthermore, the Senate President will give regular reports of these meetings to the Senate Council.

Consensus Reached

IV. NEW BUSINESS

1. Faculty Professional Development Committee Organizational Chart (Leone // 25 min.)

Background: On Feb. 8, 2008, the Academic Senate Council approved a proposal for the formation of the Faculty Professional Development Committee (FPDC) in response to the hiring of the Director of Professional Development, who reports to the Director of Human Resources. The FPDC was initially formed as a subcommittee of the Academic Senate so that professional development policies and activities for faculty would be designed and approved by faculty only. This proposal changes the status to “committee” and formalizes the role of the Director of Professional Development as an ex-officio member who, as one of her duties as the Director of PD, gives input to and implements the decisions of the FPDC. The Director will be giving a presentation to the Board of Trustees at the Feb. 4th Board meeting on her role and achievements, and after meeting with the A.S. President, she has agreed to the use of an Organizational Chart approved by the Senate Council to communicate to the Board her working relationship with the Senate and the FPDC. Also, the Senate Bylaws Taskforce has revised the description of the FPD Committee to reflect the current practices of the committee, and the taskforce seeks the approval of this description now before presenting the rest of the bylaws later this semester.

~~**Proposal:** The Academic Senate Council approves of the Faculty Professional Development Committee Organizational Chart and the revision of the committee description as presented in Appendix A.~~

Proposal modified into 2 proposals:

Proposal: The Academic Senate Council approves of the modified Faculty Professional Development Committee Organization Chart as presented in Appendix A.

Consensus Reached

Proposal: The Academic Senate Council approves the revision of the Faculty Professional Development committee description as presented in Appendix A.

Consensus Reached

2. Age Limits for Enrichment Students/Petition Template (Leone // 15 min.)

Background: At the end of the Spring 2008 semester, the Shared Governance Council conditionally approved the age limit policy parameters sheet, contingent upon approval of a student petition template and process. The Minors in the Classroom Taskforce is currently developing this petition piece and process, which must be approved by the Senate Council and then Shared Governance before being proposed as a Board policy. Until there is a Board policy regarding the establishment of age requirements, divisions cannot legally do so for their courses or programs. The entire policy—divisional age qualifications and petition—must become Board policy before divisions can set age requirements for their instructional programs.

~~**Proposal:** The Academic Senate Council (A.S.C.) proposes that the Minors in the Classroom Taskforce complete and propose a student petition to the Senate by the March 27th A.S.C. meeting and that, if approved, the Taskforce will propose the petition to the Shared Governance Council at the next possible meeting, after which the entire policy will be presented to the Board of Trustees for their approval as Board policy.~~

Proposal modified.

Proposal: The Academic Senate Council (A.S.C.) proposes that the Minors in the Classroom Taskforce complete and propose a student petition standardized form and process to the Senate by the March 27th A.S.C. meeting.

Consensus Reached

3. Manager Evaluations (Leone // 5 min.)

Background: It has been past practice on this campus for the Academic Senate to be involved in the evaluation of managers by sending out and collecting faculty evaluation surveys approved in advance by the managers being evaluated. Based in part on the dictates of Board policy, the Academic Senate performs these faculty evaluations of managers in the first year of employment and then triennially after that first year. Based on the best information we have and a past practice of evaluating newly hired managers in their first year of employment, we will need to provide evaluative information from faculty surveys on the following personnel in Spring 2009: President/Superintendent; VPSL; Dean of Humanities; and Dean of Math, Sciences, Nursing, PE. The A.S. President will conduct the pre-evaluation and post-evaluation meetings with those being evaluated.

~~**Proposal:** The Academic Senate Council will conduct faculty evaluations of managers for the following personnel this Spring 2009 semester: President/Superintendent; VPSL; Dean of Humanities; and Dean of Math, Science, Nursing, PE.~~

Proposal modified.

Proposal: The Academic Senate Council will conduct faculty evaluations of managers for the following personnel this Spring 2009 semester: President/Superintendent; VPSL; Dean of Humanities, Dean of Math, Science, Nursing, PE, and Dean of Workforce, Economic Development, and Community Programs.

Consensus Reached

AGENDA BUILDER / SUMMIT ITEMS

(All // 3 min.)

Are there any items/issues that anyone has that he/she feels need to be on the Senate Council agenda for discussion, or that need to be taken to “Summit” for answers/clarification?

Summit item: Faculty hiring processes are within the purview of the Senate; why wasn't the switch to on-line hiring brought to the Senate? How will confidentiality be assured? A pilot should be run first.

Next Senate Council Meeting: February 20th, 2009

INFORMATION REPORTS

4. Usability Study: Banner

(Love // 3 min.)

In the next few weeks, there will be a usability study to give faculty an opportunity to give feedback on the functionality of such things as grade submission, adds/drops, rosters, and other examples of Banner self service. A session is tentatively scheduled for February 11 from 11-12:30 (room TBA, will be polycomed).

5. Online Recruitment

(3 min.)

Megan Barnes, Human Resources Technician, will present a new online recruitment system which will require everyone on campus who is on a hiring committee to use the online system for the screening of applications. In addition, job applicants will be asked to submit applications online only in the near future.

STANDING REPORTS

(approx. 20 min.)

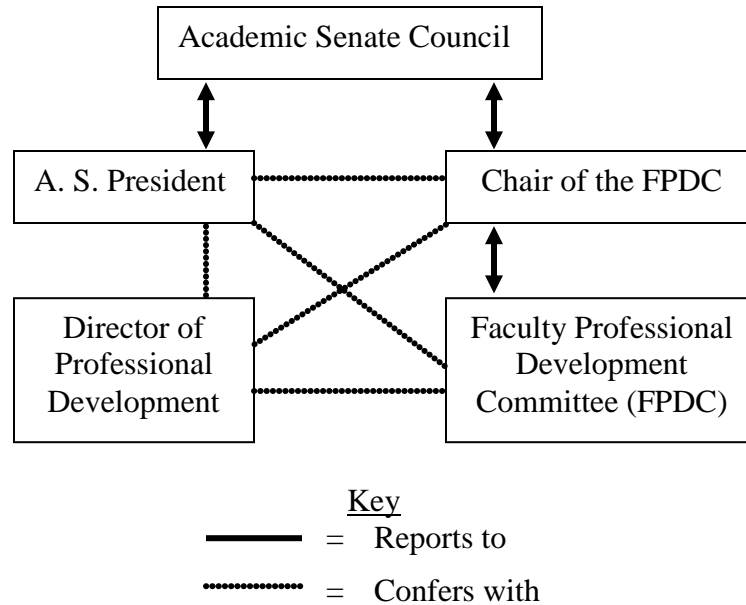
1. CCFT : No report
2. "Summit"
The last summit meeting was held December 18th, 2008.
 - Dr. Pelham and Dr. Greiner see Summit as a problem solving venue, as a way to sunshine some ideas, as a way for the Senate to communication directly with he and the VPSL on issues important to the Senate, and as an opportunity for an exchange of perspectives.
 - Dr. Pelham was not supportive of faculty leadership attending any portion of the Cabinet meetings, but did commit to publishing minutes from Cabinet meetings.
 - The administration will make sure that faculty have ways to communicate with all faculty before the faculty listservs are shut down.
 - Registration will occur around May 18th.
3. Joint Shared Governance & Planning & Budget (S. Leone)
 - The next joint meeting will focus only on Summer cost reduction strategies
4. Minors in the Classroom (B. Dumas)
 - The committee is working on the petition piece of the enrichment age qualification policy
 - Regular meetings have been scheduled for this semester
5. Equivalency (no report)
6. Faculty Professional Development (no report)
7. Basic Skills Initiative (no report)
8. Student Learning Outcomes and Assessment (no report)
9. Curriculum (P. Dill, for K. Bontenbal)
 - Cuesta will implement CurricUNET. Its main purpose is to facilitate all phases of curriculum development and approval via the web. It is complex and somewhat difficult to implement.
 - Other campuses have put a moratorium in place on any new curriculum for one year while it is in the process of being implemented.

SENATOR CHECKLIST

- **Go to your divisions to get long term cost-reduction strategies, as per the Senator checklist handout**

Appendix A

Organizational Structure: Faculty Professional Development



Committee Description: Faculty Professional Development *Committee**

- **Description:** *This is a faculty committee of the Academic Senate, which considers, plans, delivers, and recommends programs, workshops, activities, and services that will contribute to the professional development of members of the faculty.*
- Purpose: In consultation with the Director of Professional Development, design and direct all faculty professional development policies and processes; this includes, but is not limited to, ELIC, faculty mentoring, *faculty resource center, conferences, pedagogical workshops, training seminars, campus climate, faculty orientations, and the development of a Teaching Academy with an emphasis on strengthening teaching and learning.*
- Membership: Faculty as interested. *The committee chair is appointed by the Academic Senate President, and members of the committee including the committee chair serve for a renewable term of two years. The Director of Professional Development serves as an ex-officio member of the committee.*
- Reporting: The appointed chair *of the Faculty Professional Development Committee* will report to the Senate Council on the activities *decided upon by the committee* and bring recommendations *for policies regarding faculty professional development* to Senate Council meetings *for approval.*

**Original committee description proposed and approved by the Senate Council on Feb. 8, 2008. Revisions to committee description to be considered for the proposal are italicized and in bold above.*